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Memorandum

TO : Director of Training

DATE: 1 June 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 12
25 - 31 May 1965

1. On 24, 25, and 26 May Chief IS attended some of the meetings of the Interdepartmental Coordination Conference at the Foreign Service Institute. Unfortunately the working group to which I was assigned concerned itself entirely with discussing the need for revision of the O.I.D.P., an exercise to which I could contribute little and from which I profited even less. The auditorium presentations, however, were excellent.

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2. On 25 May Chief IS talked with [redacted] about assignment to the Clerical Training Faculty. At that time [redacted] was interested, but later she decided that the transportation and parking problems created by the 16th street location were too great, and she declined the job.

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3. On 27 May [redacted] Training Officer, called Chief IS and inquired about the possibility of giving another briefing course for [redacted] personnel. When tentative dates can be set, a formal request for the course will be submitted to DTR through DDP/TR0.

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4. On 27 May [redacted], the Agency liaison officer at NSA, called about the [redacted] request for a briefing program to be held at NSA. During the week of 1 June, Chief IS, and [redacted] will meet to work out a plan for the briefing program.

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Attachment: Reports

DOCUMENT NO.

NO CHANGE IN CLASS. ☒

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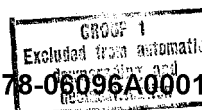
CLASS. CHANGED TO: TS S

NEXT REVIEW DATE:

AUTH: HR 70-2

DATE: 26-7-82 REVIEWER: 086199

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Office Memorandum • UNITED STATES GOVERNMENT
CONFIDENTIAL

TO : Chief, Intelligence School

DATE: 1 June 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 12
24 - 28 May 19651. Intelligence Orientation

a. Introduction to Intelligence #77 ended on 28 May. One-third of the class were officers in Grades 12-15.

b. On the basis of seven or fewer incorrect responses on a 60-item exam, 13 students made a grade of Excellent and 12 Satisfactory. The range of scores was between 1 and 14 incorrect, slightly better than the average of recent groups of this type.

c. Several senior grade students expressed the view that this was the best orientation they had ever experienced, including that in private industry.

d. Although it was necessary to use several substitute speakers throughout the course, all of them proved to be quite effective. Among these were [] from Logistics,

[]
With summer vacations approaching, we feel it doubly important to have this kind of effective "backstopping" from our guest lecturers.2. Special Briefings

This staff participated in the following briefings during the past week:

a. On 24 May, [] briefed 13 military officers on the Intelligence Community and CIA. Briefing was requested by OO/Contacts Division, and took place in the Key Building. The group was composed of six officers from Ft. Belvoir, five from the Foreign Technology Division, USAF, and two from DIA.

b. On 24 May, [] briefed 27 new Agency employees on the national security structure, CIA organization and basic concepts of intelligence.

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d. On 25 May, [redacted] presented the introductory lecture on "The Organization of CIA and National Security Relationships" to a group of 50 JCS and DIA senior officers attending the two-day Project USEFUL in Room 1A-07, Hdqs.

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e. On 28 May, [redacted] presented a lecture on the Agency's responsibilities to a group of about 20 officers in the AID Orientation Course in the Civil Service Commission building.

3. Interdepartmental Coordination Conference

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[redacted] attended this conference on Counterinsurgency Training at the National Interdepartmental Seminar, FSI, from 24 - 27 May as one of OTR's representatives. In attendance were approximately 90 senior training officers from the civilian and military schools concerned with counterinsurgency training.

Particularly effective talks were given by Dick Sanger of State, and Carl Rowan, Director of USIA.

The chief value of the afternoon small-group sessions was in getting acquainted with senior training officials in other Agencies and making informal liaison contacts.

I left the conference with three distinct impressions: (1) there is still a good deal of confusion as to what the objectives and methods of counterinsurgency are or should be; (2) there is a considerable need for better inter-agency coordination, even among the military units themselves; (3) the Agency is certainly holding its own in counterinsurgency training, and is doing better than most.

4. Acquisition of New Classroom Maps

The Map Library of ORR has agreed to purchase a number of regional maps of commercial manufacture for use in IOF courses, particularly the American Thesis briefings. These are large-scale, mounted political physical maps. Their cost will not be charged to OTR's budget.

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5. Personnel Note

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[] is on two weeks active duty in the Army Reserve with Hqs., U.S. STRIKE COMMAND, MacDill Air Force Base, Florida from 31 May - 11 June.

6. Certification

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This is to certify that all IOF members have reread Hq. Regs. []

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 1 June 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 12
24 May - 28 May 1965

1. The CT's in the Intelligence Production Course completed their training in Maps and Geographic Intelligence on Wednesday. The Chief of the Geographic Research Area spoke to the CT's first on the general activities and trends of Geographic Intelligence and then the students visited the analysts in the various branches of the Cartography and Geography Divisions. Each student talked to the analysts in the particular world-regional area of his interest. The CT's also visited the main CIA Map Library where [redacted]

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[redacted] briefed them on the Map Library's collection activities and the Geographic Attache System in particular. The new system just going into effect for the automated storage and retrieval of Maps was demonstrated. In the future, all the maps held by the Map Library will be copied on 35mm aperture cards and coded. Using a viewer, an analyst can select the cards by various coded classifications and view all the maps available related to his particular subject or area of interest. If he desires a copy of a map, he simply pushes a button and from the viewer will come a photo-copy of the map.

After the visits and tour of the Geographic Research Area the students reported on and discussed the information they acquired in a seminar. The seminar proved to be a very successful method for getting across in detail the intelligence activities and support carried on by the GRA.

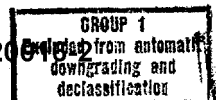
2. During the CT's visit to the GRA, [redacted] had the opportunity to discuss with [redacted] the merger of the GRA and OBI. [redacted] stated that the present functions of the divisions in the GRA and OBI will continue for the time being and they will not be merged physically. It is intended to expand the scope of basic intelligence to make it more responsive in providing the basic background data that the policy makers need in handling constantly changing and new situations throughout the world.

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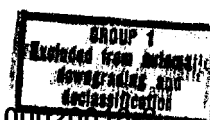
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3. The Writing Workshop Course (Basic) began on 25 May 1965. Nine students are enrolled in this course.

4. We are looking forward to the break of two weeks in our schedule - when all the Summer leave for all the people on the IPF can be taken. Aside from two weeks the last part of June we are booked up for the Summer - with Intelligence Techniques Courses and Intelligence Production Courses running simultaneously.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 28 May 1965

FROM : Deputy Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 12
24 - 28 May 1965

1. Number in Clerical Induction Training: During the week of 17 - 21 May 1965, there were 18 trainees in Clerical Induction Training; of these 11 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 17 - 21 May 1965, there were 8 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 17 - 21 May 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	2	0
Shorthand	2	0

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 17 - 21 May 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	35	
Typewriting	18	4
Shorthand	7	1
Card Punch Operator		
Aptitude Test	1	

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Excluded from automatic
downgrading and
declassification

Weekly Activities Report, No. 12
24 - 28 May 1965

5. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to on-the-job Agency employees on 24 and 25 May 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	8	0
Shorthand	15	3

6. Clerical Refresher Program 147 Completed on 21 May 1965: In this Refresher Training Program, students were enrolled from the following components: DDP, 3; DDI, 1; DDS&T, 1; DDS, 2; the total number of students was 7. Two members of the Advanced Shorthand Dictation class met Agency qualifications, but one girl had met qualifications prior to taking this class.

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Memorandum

TO : Chief/Intelligence School

DATE: 1 June 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report #12
24-28 May 1965

MANAGEMENT COURSE #90

We are completing the details this week in preparation for Management Course #90 scheduled for 6-11 June.

LONG RANGE PLANNING

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We have given [] what is in effect our fifteen-year plan for Management Training.

SPECIAL COURSE FOR OO/CONTACT

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[] of OO, who was one of the participants in the last Senior Seminar, has talked to us about putting on the Grid Seminar for the field representatives of OO/Contact during their annual visit to Headquarters in October. We have assured him that this is feasible.

SENIOR SEMINAR

We have decided not to ask the participants for critiques. We do not believe at this point that the effort they require from the participants and from us justifies the results inasmuch as we have now a sufficient feedback from previous groups.

The only new feature of the last Seminar was the Agency In-Basket which was successful beyond our expectations.

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